

**FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY, RATNAGIRI**

**STUDENT HANDBOOK**

This Student Handbook Belongs to:

Name: \_\_\_\_\_

Class and Branch: \_\_\_\_\_ Institute Registration No.: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_

Telephone (with STD Code): \_\_\_\_\_ Student's Mobile No.: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

**FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY, RATNAGIRI**

**STUDENT HANDBOOK**

This Student Handbook Belongs to:

Name: \_\_\_\_\_

Class and Branch: \_\_\_\_\_ Institute Registration No.: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_

Telephone (with STD Code): \_\_\_\_\_ Student's Mobile No.: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

I hereby acknowledge the receipt of the Student Handbook and agree to abide by the norms laid by the Institute from time to time.

Student's Signature : \_\_\_\_\_

Received Date : \_\_\_\_\_

## **CONTENTS**

Sr. No.	PARTICULARS	Page No.
1.	Message from the Principal	
2.	Rules and Regulations of the Academy	
3.	Information, Rules and Regulations of Library	
4.	Training and Placement Cell- Information and Regulations	
5.	Facilities provided by the Institute	
6.	Anti- Ragging Policy	
7.	Committees, Cells and Associations in the Academy	
8.	Other General Information	
9.	Rules for cancellation of the admission	
10.	Important Office Contacts	

## **MESSAGE FROM THE PRINCIPAL**

Dear Students,

First of all I congratulate you to be a part of Finolex Academy of Management and Technology (FAMT) and it gives me immense pleasure in welcoming you on behalf of FAMT.

FAMT has always been striving to inculcate and develop good technical, professional skills and ethical approach amongst the students. To achieve these objectives, the academy has provided you with healthy academic environment and state of the art facilities.

Basically, the student's handbook aims at exploring the facilities available for you in this institute. However, the utilization of facilities obviously comes with the responsibility. The institute therefore provides you guidelines in the form of this handbook which are to be followed during your entire course. I hope this handbook will also acquaint you with and enable you to adapt to the culture of institute.

This Student Handbook is perhaps the authentic reference about specific services, policies, and procedures concerning student life at the Institute. It will provide answers to most of the questions and concerns you may have regarding student and campus life here.

Being the core part of the Academy, the self-disciplined students like you will certainly help to elevate the dignity of yourselves as well as of the Academy.

I offer my best wishes to you for your association with the Academy and your prosperous future.

**Dr. Kaushal Prasad**

**Principal**

## **RULES AND REGULATIONS OF THE ACADEMY**

1. This Student Handbook is applicable to all students of FE, SE, TE, BE, ME (Mechanical) and MCA enrolled at the Academy.
2. All students admitted to the Academy and hostels are subject to the discipline and control of the Academy authorities. The students are required to strictly adhere to the rules and regulations that are framed from time to time by the Academy authorities. Proper observance of institute discipline, good conduct and participating in extra-curricular activities/events will play an important role in recommending to the University/other bodies for any special scholarships or for a job at the end of the course or for award of certificates when leaving the Academy. In case of breach of discipline, Principal or the constituted authorities of the institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the institute.
3. Property of the Academy needs to be carefully handled and looked after so that the students who follow can enjoy the high standards of environment built up by the trust. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the Academy or hostel shall be punishable with penal action and student might be liable for expulsion from the institute.
4. Students are advised to take care of their Identity Cards and should wear it on campus at all times. Every student shall carry his/ her identity card and shall produce it whenever asked for. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued at a fine of Rs. 200/-. Loss of duplicate Identity Card will attract a fine of Rs. 500/-. Instructions on the Identity Card should be read and followed by all students.
5. Students should not organize for any picnic outside without written permission from the Principal.
6. Bags of students will be checked at the main gate of the campus while coming in/going out.
7. Students should declare personal items like Computer, Laptop, etc as well as their vehicles at the Security Office.
8. The Campus Gate opens at 8 a.m. and closes at 6 p.m. in the evening.
9. Notices shall not be pasted on walls nor scribbled on.
10. Ragging is prohibited vide Maharashtra State “Anti-Ragging Act, 1999” as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the Academy and hostel shall be immediately expelled from the Academy and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.
11. Smoking, drinking alcohol and use of drugs within the premises of the Academy and hostel as well as outside the campus is strictly prohibited.

12. Students shall behave in a disciplined manner and follow all the instructions issued by the Principal from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the Academy or hostel. Every student should endeavor to hold the high ideals, the reputation and the prestige of the Academy.
13. No student shall take the law into his / her own hands, whatever the circumstances may be. Any violence by the student on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the Principal. The decision of the institute authorities in these matters shall be final.
14. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden. Students are expected to co-operate in ensuring a virus free environment in the computer system.
15. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.
16. Students are required to be aware of all notices that are put up on the Notice Boards.
17. Students are required to appear for all the tests conducted by the Academy authorities and submit term work as per prescribed timeline.
18. Students are required to maintain a minimum attendance of 75% in each subject as per the norms of University of Mumbai.
19. The student shall handle equipment issued to him / her with utmost care and he / she will be held responsible for any loss or damage caused to the equipment.
20. Students are required to adhere to the dress regulations prescribed by the Academy as given below:  
Girls - Skirts / Frocks / Shorts above Knee length are not allowed  
Boys - Shorts / Trousers above knee length are not allowed
21. No student shall be permitted to take the University Examination unless he/she has paid all his/ her dues to the Academy/ hostel and his/her progress and his/her conduct and attendance are found satisfactory.
22. Industrial visits and educational tours, as and when arranged by the Academy are compulsory for every student. The student will have to bear the full cost of such visits/ tours.
23. Academy authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay on campus, outside the Academy or during educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.
24. If the progress of a student is consistently poor he may be advised to leave the course with intimation to the parent/guardian.

25. The Principal reserves the right to debar, any student, for non-payment of the Academy / Hostel dues in time.
26. Use of mobile phones by the students during the classes/ practicals/ exam/ in library/ other official functions of Academy is strictly prohibited. Mobile phones of students, not adhering to the rule, will be confiscated by Academy authorities.
27. Student will always behave in such a manner that pride of his/her own, his/ her family and Academy will be always maintained with high dignity.
28. Mass bunking is not allowed in any case and strict disciplinary action will be taken against those found guilty.
29. Students should fill the exam forms and pay the exam fees in the prescribed time span only as notified from time to time.
30. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by Principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.
31. The Management/ Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

## **LIBRARY INFORMATION, RULES AND REGULATIONS**

### **Collection Statistics:**

**Books: titles- 6253, volumes- 31558**

**Journals & Periodicals: 112 (59 national and 38 international journals, 9 magazines)**

**Non- book material (CDs/DVDs etc): 3516**

**Newspapers: 9**

**Timings:** 9 am to 5.15 pm on all working days.

Issue and return of books- 10.00 a.m. to 4.30 p.m. on all working days

(Lunch Break- 1.00 p.m. to 2.00 p.m.)

### **Services**

1. Open Access System for all readers.
2. Availability of Photocopy Service on payment of charges.
3. Extended timing upto 7.30 p.m. during Examination Period

### **General Rules**

1. Academy Identity Card should always be carried while using the library and must be produced whenever asked for.
2. Personal belongings should be kept at the Property Counter. (Valuable material like Cash/ATM/Debit Card/Credit Card/Mobile Phone etc. should be kept with oneself).
3. Readers should maintain silence in the library and should not disturb other readers in any way.
4. Personal books should not be carried inside the library stack room.
5. No material from the library should be taken out without proper issuing/ recording. Any type of violation may lead to disciplinary action.
6. Writing assignments or journals in the library or using cellular phone is strictly prohibited.
7. The library material must be handled with utmost care.
8. Issued materials should be protected from rain, dust, insects, etc.



## **Membership Rules**

1. All students should enroll as members after which they can borrow books from the library. Each member can borrow two books at a time against borrower's ticket (Library Card).
2. A member can borrow one book against Identity Card after 4.30 p.m. and return the same on next day before 9.30 a.m. as a part of overnight issue.
3. No user is eligible to borrow documents from the library on behalf of someone else.
4. Eligible students should get their library cards renewed every year.
5. Misbehaviour and improper use of library facilities by a member will lead to the suspension or termination of his/her membership.
6. If any member is found misusing/ mutilating/ stealing/ cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facility.

## **Circulation policy**

1. Books will be issued for duration of eight days, on the specific days allotted to each branch for transaction of books.
2. Users should check the physical condition of a book while borrowing it.
3. Nothing should be written anywhere in the book. The borrower is responsible for return of the book in good condition.
4. In case of lost book/ library card it should be reported immediately in writing to the librarian.
5. If a book is lost or torn or damaged, an amount equal to double the cost of books plus Rs. 50/- towards purchasing charges or replacement copy will be recovered from the borrower. Refunding compensation money may not be possible if the lost book is found later. If the lost book is part of a set or series they may be called upon to replace the whole set or series. If the lost book is untraceable in market or out of print, Library Committee reserves the right to decide appropriate penalty.
6. No book shall be returned on the day of issue.
7. Request for a particular book can be made by filling up demand slip available in the library.
8. Borrower should bring the material physically to the library for renewal.

9. A document issued may be renewed provided there is no pending reservation against it.
10. Reference books can be used in the library against identity card. Various Project Reports, national & International Journals, University Question Papers, Competitive Examination Materials, Bound Volumes of Periodicals etc. are available for reference.
11. Books/ Journals/ Magazines/ Newspapers are to be kept back in their respective places after use.
12. Magazines, Floppy Discs and Compact Discs of various books, journals etc. are also issued, on demand.
13. Book Bank Facility for SC/ ST students is available.
14. Issue of books will be stopped after completion of examination. Mark sheets will not be issued without clearance from library.
15. Book is issued on identity card until even semester result is declared.
16. Issued book may be recalled any time before the due date if there is genuine urgent requirement by another member.
17. If a book is not returned to the Library when due, an overdue charge of Rs. 2/- per volume per day will be charged.
18. Users are responsible for complying with the copyright act while photocopying library document.

## **TRAINING AND PLACEMENT CELL- INFORMATION AND RULES**

Training and Placement Cell of FAMT has been designed and works for enabling the students to be efficient professionals. TNP has designed a 100 points activity called as 'Exponential Career Path' (ECP) which includes various activities that the students are expected to complete within the given time frame. These activities include the student's performance in academics, English language course, knowledge of foreign languages, small projects, industrial visits, internships, training programs etc., among which some are to be done after college hours, some during vacation, a few during college hours.

### **TNP Admission Process:**

- Students will be admitted to the T&P Cell strictly on the basis of completion of Exponential Career Path (ECP) activities minimum **50%**.
- Students should prepare and submit company database of minimum 5 companies which should include either Dream Company or the company where he/ she is having influence.
- It is mandatory for the students to submit above information with the concerned TNP Coordinator for getting admitted to TNP.

### **TNP Policy:**

The Training and Placement Cell has designed the placement drive in four elements: 1. Before Placement (In-house preparations), 2. Pre-placement Talk by the concerned company/ industry, 3. Actual Placement, and 4. The Post Placement communication between the student and the TNP office. The details follow:

#### **❖ Before –Placement**

The training and placement office have designed in-house preparations for the students in and off campus.

1. All students will undergo career counseling workshops, however, if needed one to one counseling may be carried out.
2. A survey of students will be conducted to understand their interest in and ambition for industry placement. It is mandatory for the student to mention the type of industry based on his/ her area of interest.
3. The interested students among the shortlisted will have to give undertaking before enrollment to TNP office.
4. The attendance for pre- placement trainings should be minimum 90% and it will be a pre- requisite for the enrolled students.
5. The enrolled students will have to undergo the following training sessions-
  - Workshops on Resume building
  - Workshops on Aptitude cracking

- Workshops on Group Discussion preparations.
- Workshops on Technical and Personal Interview preparations.

6. The Training and placement office will prepare the database of potential students from each department with following criteria,

- Attendance in pre-placement programs
- Status of the competency development in attended workshops
- Code of conduct and character
- Curricular (academic) and Extracurricular achievements
- Special achievements (Project work/ paper presentations/ Quiz/Competitions) etc.

7. Students who are eligible for any placement drive will have to give his/her consent before attending the same to the concerned coordinator.

8. Students must be formally dressed and should wear college ID card whenever they participate in any sort of interaction with a company.

9. Students should always keep two passport size colour photographs, original/attested copies of certificates and two copies of resume with them.

#### ❖ **Pre-Placement Talks (PPT)**

1. Only those students will be permitted for the PPT, who qualifies the requirements of the company, endorsed by the Training and Placement office.
2. Students interested in a particular company, must attend its PPT without fail.
3. Only those students who have attended a particular PPT will be eligible to apply for that company.
4. Students must clarify details regarding job profile, place of work, bond details, salary break-up etc. with the companies during PPT.
5. Students cannot decide on their own (voluntarily) to drop from the selection process of a particular company, after attending its PPT without informing the placement office.

#### ❖ **Placement Process**

1. Each shortlisted student will be given maximum two attempts in campus placement drive. The second attempt will only be allowed if,
  - a. the condition that 50% of the students are absorbed in the placement drive  
AND
  - b. The annual package offered by the company is 2.5 times than the offer received in the first attempt.
2. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws

deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.

3. Students found cheating or misbehaving in the selection process (PPT/ Test/ GD/ Interview) will be disqualified from the placements for the rest of the academic year.

❖ **Post Placement Process**

1. If student receives an offer from the company, he needs to inform and submit the copy of offer letter to the TNP office immediately.
2. The selected student needs to update the joining and induction plan to the TNP office and advised to continue till his stipulated training duration with the concerned company.
3. If students decide not to join the company, he/she should inform the company in writing with valid reasons as early as possible. They are also required to submit a copy of that letter to the Placement Office.

For all matters not covered by the above regulations, the Training and Placement Office will use its discretion to take appropriate decisions.

## **FACILITIES PROVIDED BY THE INSTITUTE**

### **Medical Services**

It is the policy of the Institute to immediately respond to the best of its ability within the available medical resources on campus to assist a student in a Preliminary/ First Aid medical emergency. All external hospital/ consultation medical expenses will have to be borne by the students themselves. The following Preliminary/ First Aid Medical facilities are available on campus:

- The Institute maintains **FIRST AID (ONLY)** medical kits for emergencies at the medical centre and with the Hostel Administrators office.
  
- Individual consultancy with any external Medical Practitioner/hospitalization/treatments would be at the personal liability/risk of individual students and the Institute will not be responsible for any consequences thereof.

### **I-Card**

Each student of Finolex Academy of Management and Technology (FAMT) is given an Identity Card, which he/ she is required to carry and prominently display at all times while on campus. The ID card will bear the student's name, date of birth, enrolled program, blood group and validity period of the ID Card. Students have to return the ID card to the college administrator on:

- a) Withdrawal from the program
- b) Taking final clearance on program completion

### **Wireless network infrastructure**

High speed network connectivity is provided in the institute campus. Students can avail these facilities free of charge for doing research and academic related work.

- To register for the campus wireless network, students should contact the network administrator and then follow the procedure.
- Students can use this facility for two hours per day.
- Login period is from 9.15 am to 5.15 pm.
- Simultaneous login is not allowed.
- Websites having objectionable content are blocked through SONICWALL firewall.

### **Online Payment**

As a part of Digital India Programme, Institute encourages various types of payments through online mode. For payment of fees, Institute has provided facility of Payment Gateway

through HDFC Bank Ltd. All the students are hereby expected to use the facility for all financial transactions.

## **ANTI RAGGING POLICY**

**Ragging in any form is completely banned by the Institute.**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) has brought the Regulation F.No.37-3/Legal/AICTE/2009 Dated 01-07-2009. The gist of the regulation is as below. The Institute will act as per the regulation for handling the Ragging.

### **What constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Suspension/expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to
  - (xi) Collective punishment as a deterrent to ensure community pressure on the potential raggers.



## COMMITTEES, CELLS AND ASSOCIATIONS

### ❑ ANTI- RAGGING COMMITTEE

According to the Raghavan Committee constituted by Hon'ble Supreme Court regarding Anti Ragging Act, ragging is prohibited within or outside of the Academy and Hostel. As per AICTE guidelines, every year an anti ragging affidavit is taken from the students of our Academy. Anti ragging Committee members are as follows:

Sr No.	Name of the Authority	Designation	Representative from	Mobile
1.	Dr. Kaushal Prasad	Principal	Head of the institute	9405723887
2.	Mr. Nagraj Damodar Naik	Representative	Police administration	9923422486 9049023840
3.	Mr. Dattaprasanna Kulkarni	Representative	Local Media	9922416063
4.	Mrs. Sumati Jambhekar	Representative	NGO involved in youth activities	9422475445 9421134147 (O)
5.	Dr. S.S. Goilkar	Dean- R & D	Faculty Member	9405742397
6.	Prof. M.N. Tagare	Dean- Students Affairs	Faculty Member	9422430432
7.	Dr. V.A. Bharadi	HoD, Information Technology	Faculty Member	8275658169
8.	Prof. G.G. Bhide	HoD, Electronics Engineering	Faculty Member	9421231807
9.	Prof. V.V. Nimbalkar	Asst. Prof., Electronics Engineering	Faculty Member	9423290580
10.	Prof. V.M. Kulkarni	Asst. Prof. , Science & Humanities	Faculty Member	9423875011
11.	Prof. G.S. Kulkarni	HoD, Electronics & Telecommunication	Faculty Member	9021290149
12.	Dr. M.S. Kirkire	HoD, Mechanical Engineering	Faculty Member	9960456081
13.	Prof. T.V. Joshi	HoD, Master of Computer Application	Faculty Member	9423875415
14.	Dr. S.B. Kulkarni	HoD, Science &	Faculty Member	9422430542

		Humanities		
15.	Prof. V. Murali Mohan	Associate Prof., Mechanical & Warden	Faculty Member	9423291789
16.	Prof. U.D. Gulhane	Associate Prof., Mechanical & Asst.Warden- Boys	Faculty Member	9226797252
17.	Prof. S. Sankreswari	Asst. Prof., IT & Asst.Warden- Girls	Faculty Member	9423297439
18.	Prof. S.A. Powar	Asst. Prof., IT	Faculty Member	9765810470
19	Mr. U.V. Shinde		Parents	9422382777
20	Dr. Dilip Pakhare		Parents	9970202049
21	Mr. Sandip S. Kulkarni	FE Electrical	FE student	9422430542
22	Ms. Siddhi Haldavnekar	FE EXTC	FE student	7798399897
23	Mr. Saurabh Katdare	BE Electrical	Senior student	8605817250
24	Ms. Shweta Chorage	BE Electrical	Senior student	9762715287
25	Mr. G.D. Targaonkar	Registrar	Non- teaching staff	9422618708

#### ❑ WOMEN DEVELOPMENT CELL

The Women Development Cell was established in FAMT in 2006. WDC has been working for development of not only the girl students but also lady teachers in the Academy. WDC arranges various competitions, guest lectures and other programmes, that help the students and teachers build self- confidence as well as create social awareness. Members of WDC also provide counseling sessions. The members of the cell are:

Sr. No.	Member	Department	Designation in WDC
1.	Dr. Kaushal Prasad	Principal	President
2.	Ms. Harsha N. Kelkar	First Year Engineering	Chair Person with Convener
3.	Ms. Vrishali V. Nimbalkar	Electronics Engineering	Teaching staff representatives
4.	Ms. Neha S. Sakhalkar	Electronics & Telecommunication Engineering	
5.	Ms. S. Sankeshwari	Information Technology	
6.	Ms. Gayatri J. Abhyankar	Mechanical Engineering	
7.	Ms. Harshada U. Salvi	MCA	
8.	Dr. Kaushal Prasad	Mechanical Engineering	
9.	Mr. Tejas S. Narvekar	Administration	Non-Teaching staff representative
10.	Mr. Milind M. Kolhatkar	Administration	
11.	Mr. Ajay V. Peje	Information Technology	
12.	Mrs. Pratiksha P. Nevarekar	Library	
13.	Smt. Sumati Jabhekar	Local NGO - Chiplun	Local Representative

#### ❑ WOMEN'S GRIEVANCE REDRESSAL CELL

As per guidelines of Supreme Court (Vishakha Judgement), the Academy has a Women's Grievance Redressal Cell to prohibit harassment or sexual abuse. The members are:

Sr.No.	Name	Department	Designation in WDC
1.	Mrs. Vrinda M. Kulkarni	First Year Engineering	Chairperson
2.	Mrs. Prachi P. Abhyankar	I .T. Department	Secretary
3.	Smt. Sumati Jabhekar	Local NGO - Chiplun	Member
4.	Mrs. Darshna S. Bapat	First Year Engineering	Member
5.	Mrs. Swati A. Powar	I .T. Department	Member
6.	Ms. Gayatri J. Abhyankar	Mechanical Engineering	Member
7.	Ms. Nargis H. Gangrekar	First Year Engineering	Member

#### ❑ COMMITTEE FOR SC/ ST

Sr. No.	Name	Designation	Contact No.
1.	Mr. V.S. Bagade	Chairperson	9823123845
2.	Mrs. S.A. Powar	Member	9765810470
3.	Mr. D.S. Nangare	Member	7083365467
4.	Mr. K.R. Bhosale	Member	9970246404
5.	Mr. S.B. Bobade	Member	8888952450
6.	Mr. A.K. Bandsode	Member	9404076007
7.	Mr. V.D. Chavan	Member	8087296848
8.	Mr. M.J. Gujar	Member	8087246877

#### ❑ INTERNAL COMPLAINT COMMITTEE

Sr. No.	Name	Representative from	Contact No.
1.	Mrs. V.M. Kulkarni	Institute	9423875011
2.	Ms. H.N. Kelkar	Institute	9405955043
3.	Ms. V.V. Nimbalkar	Institute	9423290580
4.	Ms. S. Sankreswari	Institute	9423297439
4.	Ms. N.R. Sakhalkar	Institute	9423290505
5.	Ms. H.U. Salvi	Institute	9422429442
6.	Dr. S.B. Kulkarni	Institute	9422430542
7.	Adv. S.K. Ghag	Institute	9822141641
8.	Ms. Divya Rajan Pawar (BE)	Institute	8308952456

	Etrx)		
9.	Ms. Shreya Umesh Naik (BE Etrx)	Institute	8380007148
10.	Ms. Shalaka Keer	Institute	8805622708
11.	Smt. Sumati Jambhekar	NGO	9422472445 9421134147

#### ❑ FAMT ISTE CHAPTER

The Indian Society for Technical Education (ISTE) is a national, non- profit organization registered under the Societies Registration Act, 1860. ISTE has its Students' Chapters in many colleges across the country. A similar Students' Chapter has been established in FAMT- FAMT ISTE Students' Chapter. It aims at encouraging the students to carry out co- curricular activities which lead to their overall development. Membership of FAMT ISTE Students' Chapter is compulsory to all FAMT students. This chapter organizes and manages various events in the academy like Brainwaves, Teachers' Day, Engineers' Day, and many such events.

The Academy has officially appointed counselors who can address students' academic as well as personal concerns.

#### ❑ STUDENTS' ASSOCIATIONS AT THE ACADEMY

As a part of co-curricular activities dovetailed into the academic environment, various student societies and associations have been formed to imbibe the spirit of professionalism in the minds of students.

Sr. No.	Name of the Society/ Association
1.	Mechanical Engineering Students Association (MESA)
2.	Electrical Engineering Students Association (EESA)
3.	Electronics Engineering Students Association (ESTA)
4.	Information Technology Engineering Students Association (ITSA)
5.	Students' Association of MCA (SAM)
6.	Association of Students of Electronics and Telecommunication Engineering (ASENT)
7.	Association of Chemical Engineering Students (ACES)
8.	First Year Engineering Students' Association (FESA)

## □ DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Department of Lifelong Learning and Extension of University of Mumbai aims at establishing a successful rapport between universities and the society. It offers flexible continuous learning opportunities for people. The institute conducts variety of activities in DLLE.

Sr. No.	Teachers in- charge	Department
1.	Prof. Yogesh L. Landge	Chemical Engineering
2.	Prof. Harshada S. Bodas	Electronics & Telecommunication Engineering

## PRIZES AND SCHOLARSHIPS

To imbibe the spirit of healthy competition and to bring out the best in students, a good number of incentive and prizes are awarded.

Every year a good number of scholarships are distributed by Hope Foundation to academically bright but financially deprived students.

All these scholarships and prizes are according to the Financial Aid Policy of the Institute.

Besides, there are various scholarship schemes of Maharashtra State Government as well as Central Government. Deserving and eligible students can take benefit of these scholarships by applying through proper channel. Some of the scholarships are:

1. Maharashtra State Government- Post Matric Scholarship Scheme (Freeship and Scholarship) for special category students (SC, ST, OBC, SBC, VJ/ NT/ DT)
2. Maharashtra State Government- Economically Backward Class Scheme for economically backward students in open category whose parents' annual income is less than Rs. 1,00,000/-.
3. Maharashtra State Government- Minority Community Scholarship Scheme for minority community students like Muslim, Sikh, Buddhist, Christian, Parsi and Jain.
4. Central Government of India- Minority Community Scholarship Scheme for minority community students like Muslim, Sikh, Buddhist, Christian and Parsi.
5. Mumbai University- Scholarship for needy and financially backward students.

6. Special Scholarship Scheme for Jammu and Kashmir Students- Government of India has announced this scholarship to encourage Jammu & Kashmir students to pursue higher studies outside of the state.

For more information regarding scholarships, eligible students may contact Mr. Milind Kolhatkar, Students Facility Center.

**Institute level scholarships and prizes will be as per Institute's "Financial Aid Policy."**

## **OTHER GENERAL INFORMATION**

### **I. Policy on Non-Discrimination**

Finolex Academy of Management and Technology (FAMT) does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

### **II. Grievances**

Students are to take up their grievances individually (not in groups) to the Head of the Grievance Committee, and thereafter follow a prescribed hierarchy for having his/her grievance addressed. Grievance Committee is constituted for this purpose. Any group/mass representation would be treated invalid and the Institute is in no way accountable/ answerable to any such mass/group grievance and/or representations. Students are to take their grievances to their respective Head of the Department, and thereafter follow a prescribed hierarchy for appeal.

### **III. Safety**

#### **A. Personal Safety**

The student is responsible for his/her own safety either on campus or off-campus. Any unforeseen accident/mishap/fatal injury on or outside the campus would not be institutional responsibility. Students travelling out of the campus with/without permission would be doing so on their own INDIVIDUAL RESPONSIBILITY. The institute would not in any way be responsible for any untoward/unforeseen incidence.

#### **B. Fire Safety**

Students must evacuate a building immediately upon the sound of a fire alarm. It is the responsibility of each individual student to evacuate when the fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely and keep a safe distance until the situation is brought to normal. Fire extinguishers are installed at strategic locations across the entire campus. Removing, disarming or tampering with the fire safety equipment

seriously jeopardizes the safety of all students and is a violation and would invite disciplinary action.

#### **IV. Disclaimer**

Finolex Academy of Management and Technology (FAMT) student handbook serves as a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of information, FAMT reserves the exclusive right to revise, amend or change items set forth in the student handbook from time to time. The provisions of this handbook are not to be regarded as an irrevocable agreement between the student and the Institute.

Rules and Regulations mentioned in the Student Handbook are applicable to all students on our campus.

In case of any discrepancy, the decision of the Principal will be final and binding on all. Any similar norms mentioned in other Handbooks are purely coincidental.

***All legal cases will be administered under the limits of Ratnagiri Jurisdiction Only.***

### **CANCELLATION OF ADMISSION AND REFUND OF FEES / DOCUMENTS**

- Cancellation of admission and refund of fees will be as per the guidelines and directions of DTE, Government of Maharashtra only.
- Students must submit the application for cancellation in person.
- Original documents will be returned immediately provided all the formalities are cleared and there are no financial dues from students.
- Students have to obtain clearance certificate from all departments viz., Library, Canteen, Hostel, office before cancellation of admission.
- Cancellation charges will be as per DTE, Government of Maharashtra norms and Fee Regulating Authority and/or Competent Authority.
- Refund of fees, if any, will be made by account payee cheque in favour of the candidate's parents within 8 days from the date of cancellation of admission.



### IMPORTANT OFFICE CONTACT DETAILS

OFFICE	NAME OF THE CONTACT PERSON	EMAIL ID
Principal	Dr. Kaushal K. Prasad	<a href="mailto:principal@famt.ac.in">principal@famt.ac.in</a>
Dean Academics	Dr. Sanjay B. Kulkarni	<a href="mailto:hodfe@famt.ac.in">hodfe@famt.ac.in</a>
Registrar	Gajanan D. Targaonkar	<a href="mailto:admin@famt.ac">admin@famt.ac</a>

HEADS OF THE DEPARTMENTS		
HoD- Mechanical	Dr. Milind S. Kirkire	<a href="mailto:hodmech@famt.ac.in">hodmech@famt.ac.in</a>
HoD- Chemical	Dr. Ramesh S. Bhande	<a href="mailto:hodchem@famt.ac.in">hodchem@famt.ac.in</a>
Hod- Electrical	Suhas H. Mhabadi	<a href="mailto:hodee@famt.ac.in">hodee@famt.ac.in</a>
HoD-Electronics	Girish G. Bhide	<a href="mailto:hodetx@famt.ac.in">hodetx@famt.ac.in</a>
HoD- Electronics & Telecommunication	Giri S. Kulkarni	<a href="mailto:hodextc@famt.ac.in">hodextc@famt.ac.in</a>
HoD- Information Technology	Dr. Vinayak A. Bharadi	<a href="mailto:hodit@famt.ac.in">hodit@famt.ac.in</a>
HoD- Master of Computer Application	Tejas V. Joshi	<a href="mailto:hodmca@famt.ac.in">hodmca@famt.ac.in</a>
HoD- Science & Humanities	Dr. Sanjay B. Kulkarni	<a href="mailto:hodfe@famt.ac.in">hodfe@famt.ac.in</a>

OTHER DEPARTMENTS
-------------------

College Exam Officer	Prof. Pralhad S. Soman	<a href="mailto:Incharge_exam@famt.ac.in">Incharge_exam@famt.ac.in</a>
Library	Mahesh V. Bhide	<a href="mailto:librarian@famt.ac.in">librarian@famt.ac.in</a>
Accounts Officer	Rajendra S. Shirke	rajendra.shirke@famt.ac.in
Systems	Dhananjay S. Pawaskar, Ajay S. Peje	netadmin@famt.ac.in
Training & Placement	Kishor V. Bhosale	<a href="mailto:tnp@famt.ac.in">tnp@famt.ac.in</a>